





# Developing the **C**omprehensive **E**ducational **P**lan

# The Comprehensive Educational Plan (CEP)



**2011-2012**  
**COMPREHENSIVE EDUCATIONAL PLAN**  
**(CEP)**

SCHOOL NAME : \_\_\_\_\_

DBN (DISTRICT/ BOROUGH/ NUMBER I.E. 01M000) \_\_\_\_\_

PRINCIPAL: \_\_\_\_\_ EMAIL: \_\_\_\_\_

SUPERINTENDENT: \_\_\_\_\_

2011-12 CEP TEMPLATE

- Streamlined with a focus on goal-setting and action planning processes
- Comprised of:
  - > School Leadership Team (SLT) signature page
  - > Annual Goal & Action Plan section
  - > Academic Intervention Services (AIS) report
  - > Parent Involvement Policy (PIP)
  - > School-Parent Compact (SPC)
- Annual Goal & Action Plan section brings together numerous requirements from previous years, eliminating redundancy and minimizing additional reporting

# Areas to be addressed

1. Overview of CEP requirements under Title I, Part A
2. Developing Annual Goals & Action Plans
3. Completing the Academic Intervention Services (AIS) Report and the Parent Involvement Policy (PIP)
4. Registering your account in iPlan and submitting your CEP

# 1. Overview of CEP requirements under Title I, Part A

# Title I requirements and guidance regarding the CEP

[Title I, Part A, Section 1118](#) requires that schools receiving Title I funds involve parents/guardians (*adequate representation*), in an **organized, ongoing, and timely way**, in the planning, review and improvement of the school's CEP, including the joint planning, review, and improvement of the school's parent involvement policy and school-parent compact.

- In a Title I school, students that are at-risk or most at-risk of not meeting state standards are eligible to participate in the program.
- Parents/Guardians of these students are also participants in the Title I program.
- In Title I schools, a Title I parent committee must be formed to represent these parents.
- Under Chancellor's Regulation A-655, School Leadership Teams (SLTs) are responsible for facilitating this required consultation with Title I parent representatives.
- Title I schools are required to maintain documentation regarding the use of funds and program implementation.
- As part of the CEP, Title I schools (through the SLT) and Title I parent representatives are required to jointly develop and agree upon a parent involvement policy, including a school-parent compact as a component.
- The parent involvement activities included in the policy must be focused on improving student achievement and aligned with CEP goals.
- These activities are funded using the school's Title I parent involvement allocation.
- An annual review of the CEP, including the policy and compact, is required. Title I parent representatives must be involved, and their participation should be documented by the SLT.

# School Leadership Team (SLT) structure

- Mandatory members of the SLT include the Principal, UFT Chapter Leader, and Parent Association or Parent-Teacher Association President or their designees.
- Must have a minimum of ten members and a maximum of 17 members (minimum of two students is required for high schools). CBO participation is optional.
- Must have an equal number of parents and staff. Mandatory members are included in the parent/staff count.
- Students and CBO members are not counted when assessing the parent/staff balance.

# Completing the School Leadership Team signature page

Name	Position and Constituent Group Represented	Signature
	*Principal or Designee	
	*UFT Chapter Chairperson or Designee	
	*PA/PTA President or Designated Co-President	
	Title I Parent Representative <i>(suggested, for Title I schools)</i>	
	DC 37 Representative, if applicable	
	Student Representative <i>(optional for elementary and middle schools; a minimum of two members required for high schools)</i>	
	CBO Representative, if applicable	
	Member/	
	Member/	
	Member/	
	Member/	
	Member/	
	Member/	
	Member/	

- CEP signature page must be signed in **blue ink**.
- Originals must remain on file at the school.
- The constituent group represented by each team member should be clearly identified (e.g., parent, staff, student).
- If an SLT member decides to **withhold his/her signature** for any reason, the member withholding the signature must **submit a letter of explanation** for submission along with the CEP.

## 2. Developing Annual Goals & Action Plans



# Annual Goals and Action Plans

## ANNUAL GOAL #1 AND ACTION PLAN

Use this template to identify an annual goal. Respond to each section to indicate strategies and activities in support of accomplishing this goal.

### Annual Goal #1

- Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.

### Comprehensive needs assessment

- Describe the identified need that generated this goal. The needs assessment should encompass the entire school and be based on the performance of students in relation to State academic content and student achievement standards.

### Instructional strategies/activities

- Describe the research-based instructional strategies and activities that will be used to achieve this goal. Include descriptions of the following in your response:
  - strategies/activities that encompass the needs of identified student subgroups,
  - staff and other resources used to implement these strategies/activities,
  - steps taken to include teachers in the decision-making regarding the use of academic assessments to evaluate the effectiveness of the strategies/activities,
  - timeline for implementation.

### Strategies to increase parental involvement

- Cite the strategies and activities in your school's Title I Parent Involvement Policy (PIP) that will be implemented to achieve this goal. The PIP template is provided on pages 11 through 15 in this CEP.

### Strategies for attracting Highly Qualified Teachers (HOT)

- Describe the strategies and activities that will be used to attract Highly Qualified Teachers, as defined by NCLB, or to ensure that current staff become highly qualified, in order to achieve this goal.

### Service and program coordination

- Describe how Federal, State and local services, including programs supported under NCLB (i.e., violence prevention programs, nutrition programs, housing programs, Head Start) are being coordinated with the instructional strategies/activities to achieve this goal.

### Budget and resources alignment

- Describe the fiscal and human resources that will be used to achieve this goal, referencing specific FY'12 PS and OTPS budget categories (i.e., Title I, FSF, Title IIA, Title III, etc.) that will support the actions/strategies/activities described in this action plan.

- There are five Annual Goal and Action Plan templates.
- Each plan is comprised of an annual goal and six components of the action plan.
- The responses provided for each of the components on the action plan should align with the specific annual goal identified.
- The collective responses provided on the action plans provide the regulatory information required (formerly captured in the CEP appendices).
- Each school should complete 3-5 annual goals and action plans.

# Setting annual goals

## Annual Goal #1

- Describe a goal you have identified for the year. Refer to the directions and guidance for assistance in developing your goals.

- Annual goals are generally intended to guide schoolwide planning and development.
- The goal-setting process should include a comprehensive analysis of school and student needs, identifying areas of focus for the coming school year.
- Annual goals may be adapted from goals set by the principal for the Principal Performance Review (PPR), if they are appropriate for use as schoolwide goals.
- Goals should be developed in consultation with the school community, the network team, and the community or high school superintendent.

# Annual goals should be S.M.A.R.T.

S  
M  
A  
R  
T

- **Specific:** Who is the targeted group (i.e., subgroup, grade level)? What is the relevant subject or area?
- **Measurable:** What measurement instrument will be used (State assessment results, Quality Review, Progress Report, School Survey, etc.)? How will achievement of the goal be quantified (percentage improvement, criterion-based benchmark)?
- **Ambitious/Achievable:** Is the goal attainable, yet challenging? Has enough time, fiscal support, and personnel been allocated?
- **Realistic:** Is the goal consistent with other school goals and aligned to the long-range vision? Is it too ambitious to be feasible?
- **Time-bound:** What is the projected time frame for meeting the goal?

- Schools identified for Improvement, Corrective Action, Restructuring, and/or as PLA/SURR by the New York State Education Department must identify a goal and complete an action plan related to improving student outcomes for the specific subject area and subgroups identified for improvement.
- For each subject area identified, a goal and action plan is required.

# Examples of SMART goals

SMART goals should reflect the school's priorities for the school year. They may or may not relate to specific content areas.

## Sample SMART goals that relate to particular content areas

- ☐ By June 2012, English language learners will demonstrate progress toward achieving State standards as **measured** by a 5% increase in students scoring at Levels 3 & 4 on the NYS ELA assessment.
- ☐ By June 2012, students with disabilities will meet the 95% participation rate requirement for the NYS ELA assessment as evidenced on the 2011-12 NYS School Report Card.

## Sample SMART goals that don't relate to particular content areas

- ☐ By June 2012, the whole school attendance rate will improve by at least 5% as measured in the school's Annual Attendance Report.
- ☐ By August 2012, all students will make progress toward achieving the 80% State graduation rate standard as evidenced by a 4% increase in graduation rate based on the school's Accountability and Overview Report.
- ☐ There will be a 5% increase in the number of students in their second year in 2011-12 earning 10 credits or more over the number of these same students who earned 10 or more credits in their first year (2010-11), as indicated on the Progress Report.

# Conducting a comprehensive needs assessment

## Comprehensive needs assessment

- Describe the identified need that generated this goal. The needs assessment should encompass the entire school and be based on the performance of students in relation to State academic content and student achievement standards.
- 
- The needs assessment should be based on:
    - > a comprehensive review of your school's educational program that is informed by the most current **quantitative and qualitative** data available regarding student performance trends and other indicators of progress.
    - > root causes or barriers preventing the school's continuous improvement.
    - > targeted areas of the educational program that need to be strengthened or redesigned.
    - > subject areas (and student groups) for which the school has been identified under **NCLB/SED and/or DOE** accountability systems, if applicable (data released 11/3/11).
    - > recommendations from the DOE Quality Review as well as the State Quality Review (SQR), External School Curriculum Audit (ESCA), and/or Joint Intervention Team (JIT) reports, if applicable.

# Instructional strategies/activities

## Instructional strategies/activities

- Describe the research-based instructional strategies and activities that will be used to achieve this goal. Include descriptions of the following in your response:
  - a) strategies/activities that encompass the needs of identified student subgroups,
  - b) staff and other resources used to implement these strategies/activities,
  - c) steps taken to include teachers in the decision-making regarding the use of academic assessments to evaluate the effectiveness of the strategies/activities,
  - d) timeline for implementation.

- ☐ Provide a detailed description of how the school plans to achieve each annual goal, including:
  - Identification of the target populations (student populations and/or staff)
  - Type of activity or strategy being implemented to achieve the goal (professional development for staff, curriculum redesign, extended day/year instruction, implementation of new instructional program or assessment, etc.)
- ☐ Include the resources and responsible staff for the implementation, supervision and evaluation of the activity
- ☐ Describe the steps taken to include staff in the decision-making process around the use of assessments when evaluating the effectiveness of the strategy/activity
  - Explain how teachers will monitor and revise strategies/activities, if necessary, after assessing interim progress points (i.e., during common planning time or grade-level meetings)
- ☐ Provide an implementation timeline

# Strategies to increase parental involvement

## Strategies to increase parental involvement

- Cite the strategies and activities in your school's Title I Parent Involvement Policy (PIP) that will be implemented to achieve this goal. The PIP template is provided on pages 11 through 15 in this CEP.

To ensure alignment with federal requirements, the Parent Involvement Policy (PIP) should address: use of technology, literacy, curriculum, standards and assessments used to measure student progress, and how parents can work with educators.

### For Title I schools:

- The activities and strategies listed in this section should be reflected in the school's 2011-12 PIP.
- The PIP should include references to those topics highlighted above that are intended to keep parents informed about the school's Title I program and help build school and parent capacity in support of student learning.
- Such workshops and/or activities include:
  - > training and professional development for parents and staff;
  - > regularly scheduled parent and school meetings (e.g., SLT, Annual Title I Parent Meeting, Title I Parent Committee, PA or PTA);
  - > school events (e.g., curriculum nights, parent-teacher conferences); and
  - > access to materials and resources that will be made available to parents for in-school and/or at-home use to support their child's learning and monitor student progress.

### For Non-Title I schools: Identify activities and strategies to :

- engage parents in support of their child's education
- share information with parents about the school's educational programs
- provide resources offered by the school to support student achievement and meaningful parent involvement. (See above for suggestions.)

# Strategies for attracting highly-qualified teachers (HQT)

## Strategies for attracting Highly Qualified Teachers (HQT)

- Describe the strategies and activities that will be used to attract Highly Qualified Teachers, as defined by NCLB, or to ensure that current staff become highly qualified, in order to achieve this goal.

Include in your response:

- How you attract HQT
- How you retain HQT
- How you nurture your teachers
- What kind of differentiated opportunities for professional growth you offer



# Service and program coordination

## Service and program coordination

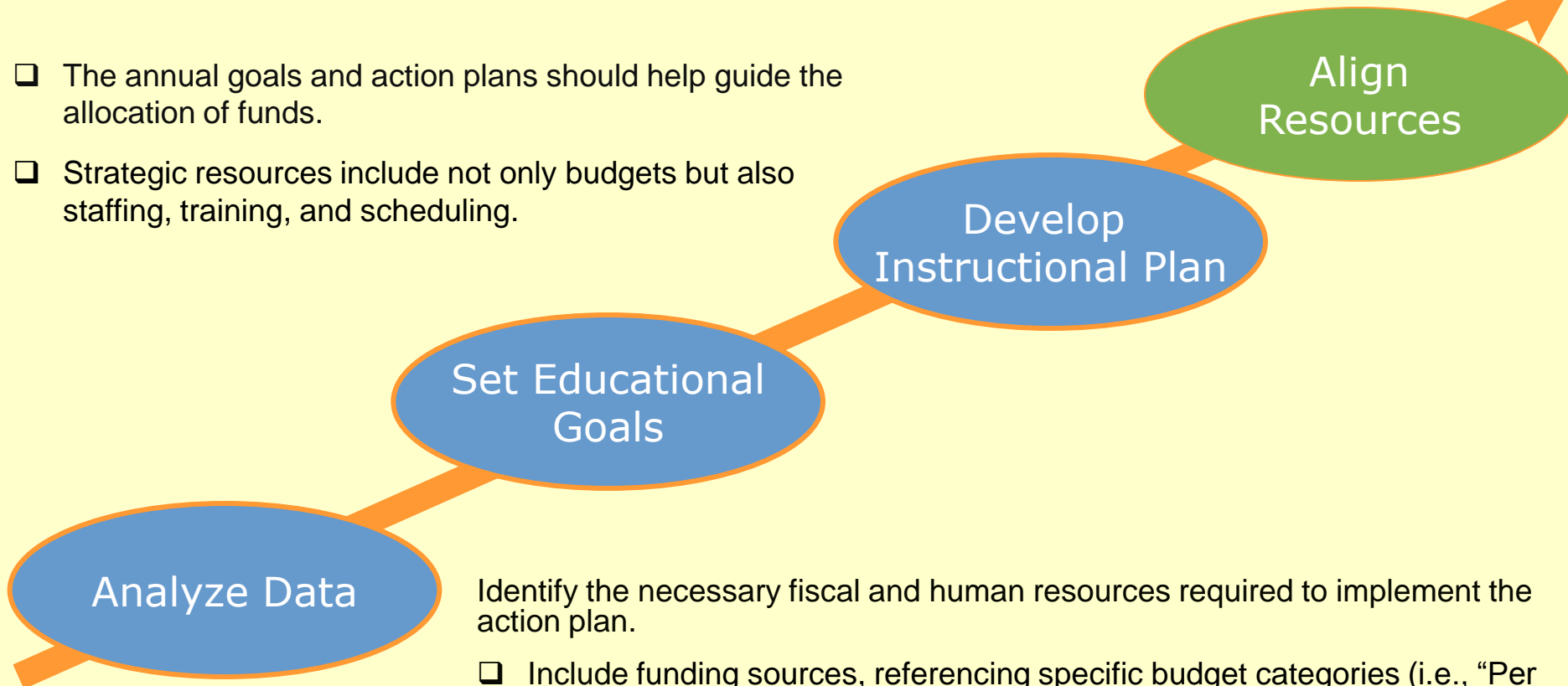
- Describe how Federal, State and local services, including programs supported under NCLB (i.e., violence prevention programs, nutrition programs, housing programs, Head Start) are being coordinated with the instructional strategies/activities to achieve this goal.
- 
- Describe how other school programs (see examples below) are used to enhance the activities/strategies included in this plan.
  - Examples of programs and collaborations:
    - > Head Start program including CBO and UPK
    - > Bullying intervention program
    - > Violence prevention program
    - > Nutrition program (i.e., HealthierUS School Challenge, the Food Bank's CookShop program)
    - > Housing program
    - > CTE program

# Budget and resource alignment

## Budget and resources alignment

- Describe the fiscal and human resources that will be used to achieve this goal, referencing specific FY'12 PS and OTPS budget categories (i.e., Title I, FSF, Title IIA, Title III, etc.) that will support the actions/strategies/activities described in this action plan.

- ☐ The annual goals and action plans should help guide the allocation of funds.
- ☐ Strategic resources include not only budgets but also staffing, training, and scheduling.



Identify the necessary fiscal and human resources required to implement the action plan.

- ☐ Include funding sources, referencing specific budget categories (i.e., “Per session for teachers is being funded by Title I”).
- ☐ Dollar amounts used are not required.

### 3. Completing the Academic Intervention Services (AIS) Report and the Parent Involvement Policy (PIP)

# Completing the Academic Intervention Services (AIS) report

- ☐ Academic Intervention Services (AIS) include two components:
  - Additional instruction to supplement the general curriculum (regular classroom instruction); and/or
  - Student support services addressing barriers to improved academic performance, such as services provided by a guidance counselor, psychologist, or social worker, and/or any health-related services.
- ☐ All schools are required to provide:
  - AIS to students who are considered at-risk for not meeting State standards in ELA, math, science, and/or social studies; and
  - related at-risk support services.
- ☐ Enter the number of AIS-eligible students *in each grade* on the chart provided. If there are none, enter “0” or N/A. Refer to the instructions on the template for identification criteria.
- ☐ On the second chart, describe the AIS program being implemented for each area in which you indicate student participation.

Note: AIS is a State mandate.

# The Parent Involvement Policy (PIP)

- All Title I schools are required to develop a parent involvement policy, which includes a School-Parent Compact as a component.
- The policy and compact must be jointly developed and agreed upon by Title I parents and the school (through the School Leadership Team).
- The Title I Parent Involvement Policy (PIP) describes how schools will involve parents as partners in their children's education.
- The PIP, through the School-Parent Compact, describes how the school will work with parents to help all the students meet high academic standards.
- The PIP must be evaluated annually by the school in consultation with Title I parent representatives.
- The PIP should be translated in the dominant languages spoken by parents in the school and distributed to all Title I parents in the school.

# How should the PIP template be used?

- The PIP template is included in the CEP template.
- The template includes information to address many of the requirements as outlined in Title I, Part A, Section 1118 of the No Child Left Behind (NCLB).
- The School-Parent Compact is located within the PIP template.
- Your school is encouraged to:
  - > use the template as it is provided, *or*
  - > align it in accordance with your school's goals, *or*
  - > replace it entirely with a PIP created by your school that meets federal requirements.

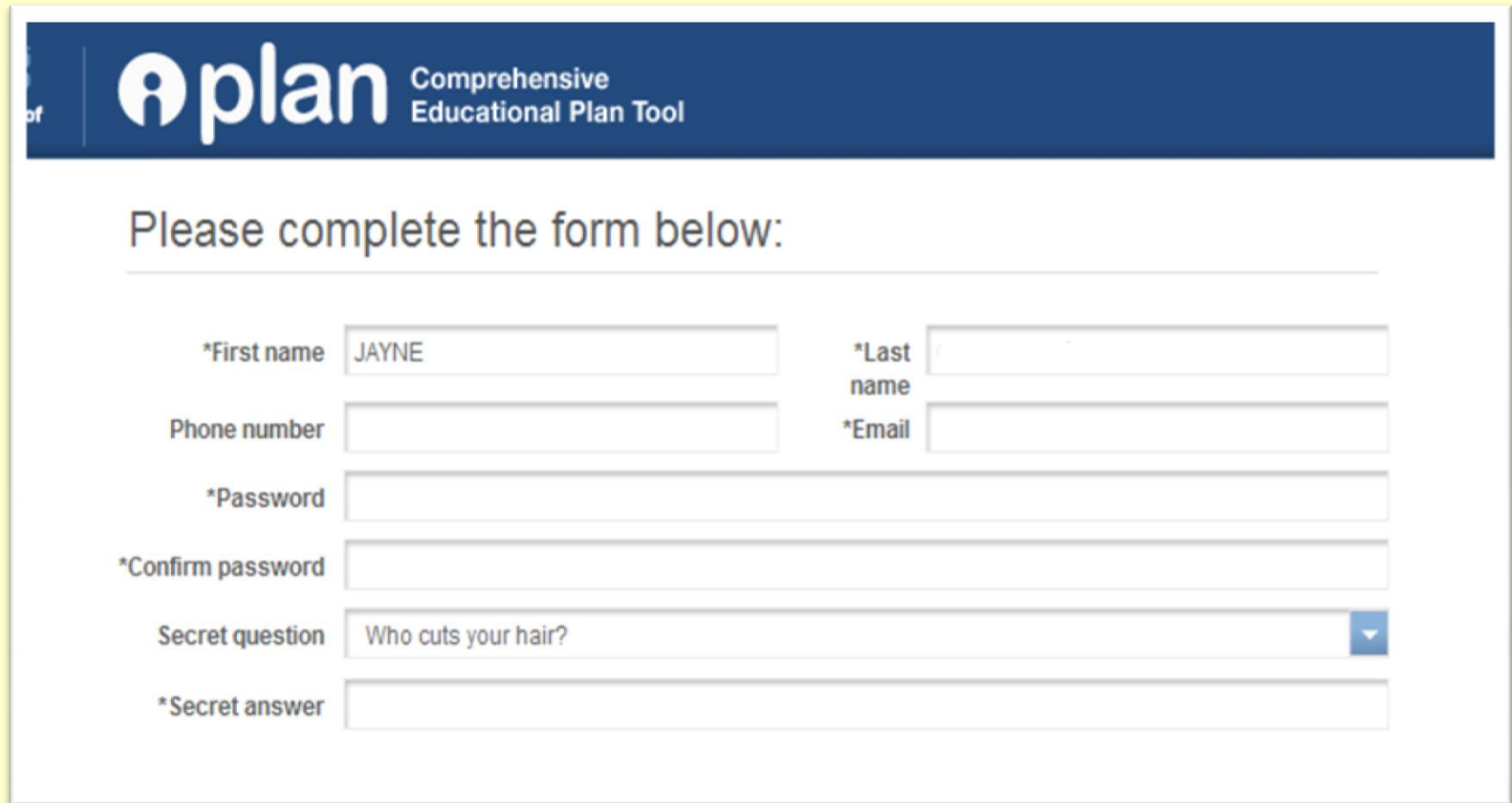
## 4. Registering your account in iPlan and submitting your CEP

# Registration link

- Each principal received an email from [noreply@iplanportal.com](mailto:noreply@iplanportal.com) containing a link to register to use the iPlan Portal.
- Click (or Ctrl + click) the link included in the email, and it will take you to the registration site.
  - > If that does not work, copy and paste the link into a newly opened Internet browser and press the Enter key.
- You'll be directed to the registration screen.



# Registration Screen



The screenshot shows a registration form for the 'i plan' Comprehensive Educational Plan Tool. The header is a dark blue bar with the 'i plan' logo and the text 'Comprehensive Educational Plan Tool'. Below the header, the text 'Please complete the form below:' is displayed. The form contains several input fields: '\*First name' with the value 'JAYNE', '\*Last name' (empty), 'Phone number' (empty), '\*Email' (empty), '\*Password' (empty), '\*Confirm password' (empty), 'Secret question' with a dropdown menu showing 'Who cuts your hair?', and '\*Secret answer' (empty).

**i plan** Comprehensive Educational Plan Tool


Please complete the form below:

\*First name  \*Last name

Phone number  \*Email

\*Password

\*Confirm password

Secret question  

\*Secret answer

**Create a strong password: a minimum of 6 characters, uppercase and lowercase letters, numbers and/or special characters**

# Welcome screen on iPlan Portal

← → ↻ iplanportal.com

**NYC**  
Department of Education

**iplan** Comprehensive Educational Plan Tool

Get Started

Comprehensive Educational Plan (CEP)  
[Download the CEP template](#)  
[Download the CEP guidance](#)

Parent Involvement Policy (PIP)  
[Download the PIP template](#)  
[Download the PIP guidance](#)

Language Allocation Policy (LAP)  
[Download the LAP template](#)  
[Download the LAP guidance](#)

Contact Us  
By Email: [cep-ipansupport@infusion.com](mailto:cep-ipansupport@infusion.com)  
By Phone: (212) 374-5757

Welcome to iPlan  
Your home for submission and collection of the CEP and other critical school documents.

Login

Email  
**iplan@infusionlab.**  
(i.e. jdoe@email.com)

Password  
[REDACTED]

LOG IN

[Forgot Password](#)  
[Lost registration email](#)

Use your entire email address as your log-in ID

Use the password you identified when registering

# Download template and provision staff

The screenshot shows the 'aplan' Comprehensive Educational Plan Tool interface. The header includes the NYC Department of Education logo, the 'aplan' logo, and the title 'Comprehensive Educational Plan Tool'. User information 'Hello, J. Hong' and navigation links 'Help' and 'Home' are in the top right. Below the header, there are two tabs: 'Get Started' and 'Documents to Submit'. The 'Documents to Submit' tab is active, showing a list of documents to be submitted. Each document entry includes a title, a due date, a 'Submit' button, and a green question mark icon. To the right of each document entry is a detailed description and a link to download the template. Annotations with orange arrows point to the 'Submit' button for the 'Comprehensive Educational Plan (CEP)', the 'Click here to download the template' link for the CEP, and the 'Administration' button in the right sidebar.

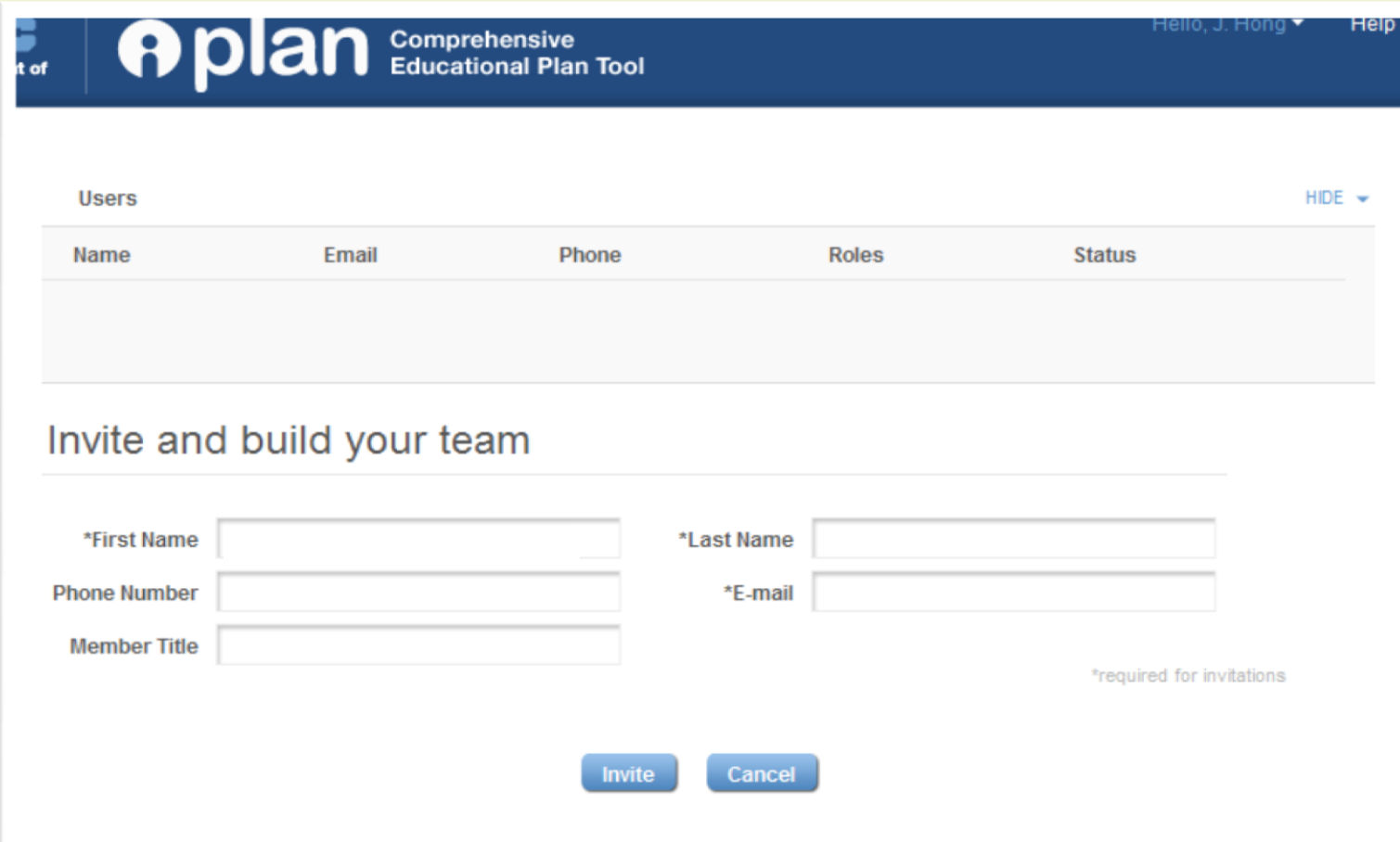
Click to submit

Click to download template

Click, to provision your staff to access

# Provision your staff...

If you would like to delegate document submission/iPlan portal access to your staff, please provision them.



The screenshot displays the iPlan Comprehensive Educational Plan Tool interface. At the top, a dark blue header bar contains the iPlan logo, the text "Comprehensive Educational Plan Tool", and a user greeting "Hello, J. Hong" with a dropdown arrow and a "Help" link. Below the header, the "Users" section is visible, featuring a table with columns for Name, Email, Phone, Roles, and Status. A "HIDE" button with a dropdown arrow is located to the right of the table. Below the table, the "Invite and build your team" section contains a form with five input fields: \*First Name, \*Last Name, Phone Number, \*E-mail, and Member Title. The \*E-mail field is marked as required for invitations. At the bottom of the form are "Invite" and "Cancel" buttons.

Name	Email	Phone	Roles	Status
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Invite and build your team

\*First Name  \*Last Name

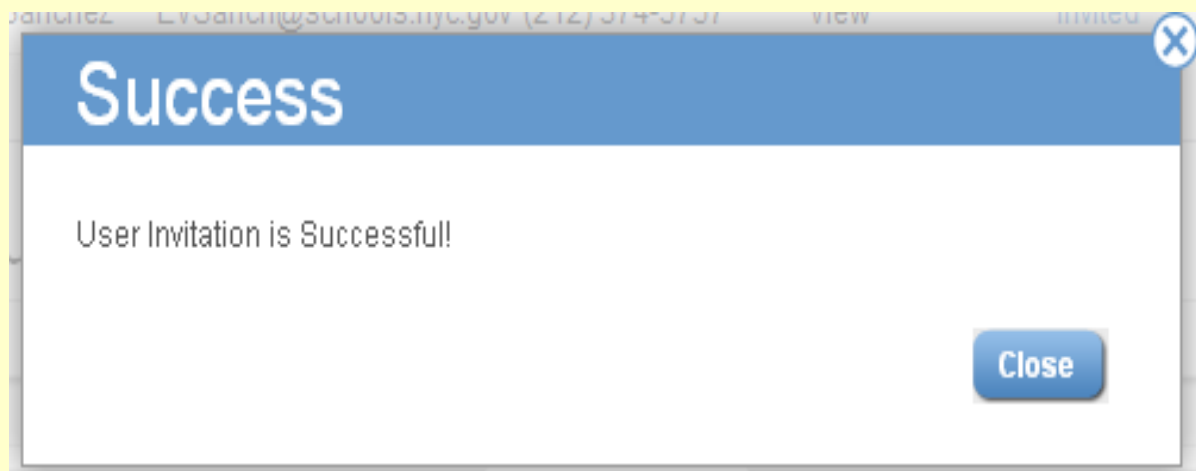
Phone Number  \*E-mail

Member Title

\*required for invitations

**Provide your staff with accounts for access.**

**After clicking the “Invite” button, a success message will pop-up**



# Submitting your documents

The screenshot shows the Aplan Comprehensive Educational Plan Tool interface. At the top, there is a dark blue header bar containing the NYC Department of Education logo, the 'aplan' logo, the text 'Comprehensive Educational Plan Tool', and user information: 'Hello, J. Hong', 'Help', and '(00T001) P.S. L'. Below the header, a message states 'No documents have been submitted for this school.' The main section is titled 'Submit Your Comprehensive Educational Plan (CEP)'. In the bottom right corner, there is a green 'Tip!' icon and a button labeled '+ Add file...'. An orange arrow points from the text 'Click to select a file to upload' to the '+ Add file...' button. A 'Cancel' button is located at the bottom center of the interface.

NYC Department of Education

aplan Comprehensive Educational Plan Tool

Hello, J. Hong Help | Hor (00T001) P.S. L

No documents have been submitted for this school.

Submit Your Comprehensive Educational Plan (CEP)

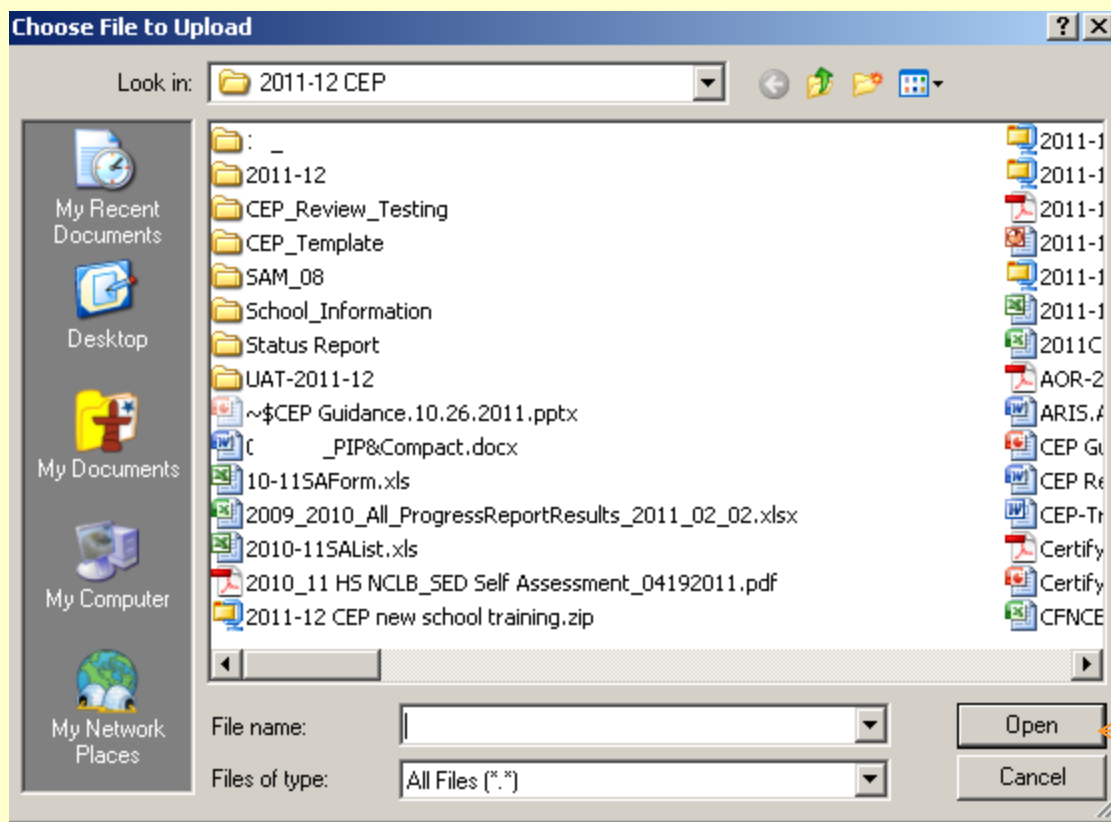
Tip!

+ Add file...

Cancel



Click to select a file to upload

# Browse the directory and select a file to upload



- Select your file
- Click "Open" to upload

# Review your submission history

 Comprehensive Educational Plan Tool

Hello, J. Hong ▾ Help ▾ | Home (00T001) P.S. La

All previous submissions HIDE ▾

File Name	Date Submitted	Submitted By	
2011-12_CEP_Main_Doc_Final.docx	10/31/2011 9:13:22 AM	Joemei Hong	<a href="#">pdf</a>   <a href="#">ms word</a> <span>Delete</span>


### Submit Your Comprehensive Educational Plan (CEP)

[2011-12\\_CEP\\_Main\\_Doc\\_Final.docx](#) 116.23 KB was successfully uploaded.

+ Add file...

Click to open the document as a PDF or Word document

Click to open the document



- Superintendents will be notified by email that a school's CEP is available for review and certification.
- Access previous and current submissions.
- Delete and resubmit documents, as necessary.



# Questions or Comments



For technical support, email [CEP-iPlansupport@infusion.com](mailto:CEP-iPlansupport@infusion.com) or call 1-866-961-3788

For support in developing your CEP, contact your [network CEP point person](#).